

Department of Family Studies
Graduate Student Handbook
Master's Degree in Family Studies

2005-2006



School of Human Environmental Sciences
College of Agriculture
University of Kentucky

**MASTER'S STUDENT HANDBOOK
2005-2006**

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I. **PHILOSOPHY OF THE PROGRAM**

The Department of Family Studies offers the Master of Science in Family Studies degree. Family Studies uses an integrative approach to learning about and improving individual, family, and community well being through the generation and application of knowledge about human development, family systems, and family financial status. Students can tailor their programs to prepare for employment in their chosen field, or to establish a foundation for the Family Studies Ph.D. program or for doctoral work at another institution.

II. **GRADUATE PROGRAMS IN FAMILY STUDIES**

The Department of Family Studies offers the Master of Science in Family Studies. Students are admitted one time a year. The deadline date for application for the following fall semester is January 15. Admissions are for Fall Semester enrollment only. This applies to the Master of Science in Family Studies including the Marriage and Family Therapy option. See Appendix A for the curriculum requirements for both the current and proposed programs.

III. **GENERAL INFORMATION**

A. **General Regulations**

It is the student's responsibility to be informed concerning all regulations and procedures required by the program of study being pursued. Therefore, the student should become familiar with *The Graduate School Bulletin* (especially see, "Student Responsibility") and the Department of Family Studies Graduate Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse.

B. **Academic Load**

For the fall and spring semesters, a normal graduate load is 9 hours per semester, for students holding assistantships a normal load is 6-9 hours. The maximum load is 9 hours for the 8 week summer term, 4 hours for the 4-week intersession, or 12 hours for a combination of both terms. The "Credit Overload Form", (See Appendix B, should be used to request permission to take more than these loads).

C. **Temporary Advisor**

The Director of Graduate Studies or designee will advise all new students for the first semester. Students then choose a major advisor and committee as outlined below.

D. **Advisory Committee**

Each graduate student should select a faculty member to serve as her/his major advisor **upon completing nine hours or two semesters of work**. At least two other UK faculty members must be selected for the student's full Advisory Committee upon consultation with the major advisor. The Advisory Committee assists the student in determining the student's program of study. Changes in the plan of study may occur, but the committee must approve the changes. The plan of study must be filed with the Director of Graduate Studies. The form entitled "Proposed Plan of Work" (see Appendix B) must be used for this purpose.

Each Advisory Committee shall consist of a major advisor who is a full or associate member of the graduate faculty and two other faculty members. One member of the committee must be a full member of the UK Graduate Faculty, and two of the three will be Family Studies faculty. The committee must have at least two members who are Graduate Faculty members. Graduate students initiate the formation of their committee

by asking faculty to serve. After consultation with their Advisory Committee chair, students are encouraged to contact potential Advisory Committee members to discuss interests and career goals. The process of advising seems to work best when students choose Advisory Committee members who have similar academic interests and the skills and experience necessary to assist the student in realizing their highest potential academic and career goals.

The Director of Graduate Studies must be notified in writing of the makeup of student's Advisory Committee. The form entitled "Advisory Committee" (see Appendix B) should be used. Any subsequent changes in committee membership also must be submitted in writing to the Director of Graduate Studies (DGS). Notification of changes in Advisory Committee membership are the responsibility of the student prior to submitting any change to the DGS.

The final examination committee cannot be changed after the beginning of the student's last semester unless a member of the committee is unavailable that semester. In such an instance, the Director of Graduate Studies must approve the substitution.

E. Transfer Credit

Students who desire to transfer graduate work completed under post-baccalaureate status at the University of Kentucky or at another institution must initiate such a transfer by completing the "Transfer of Credit" form (see Appendix B). The recommended time to take such action is the first semester after being admitted to the program or the first semester after returning to UK after taking course(s) elsewhere. Total transfer credit is limited to nine (9) semester hours. Request for transfer of credit must be submitted in duplicate to the Director of Graduate Studies who then submits the request to the Graduate School. A student who fails to initiate a timely request for the transfer (at least one semester prior to graduation) may not be able to graduate in the semester desired.

F. Students Absent from Program During Course of Study

A student who is absent from the program (i.e., not taking at least one course per semester) for more than one semester (summer school is not counted) will be considered dropped from the Family Studies graduate program. The student must apply for readmission to the Graduate School and to the Department of Family Studies.

If a student knows that an extended absence is required (two consecutive semesters excluding summer school) and wishes to remain in the program, written approval from the major advisor and the Director of Graduate Studies in advance of the absence is required. Where such permission has been granted, the student will be automatically readmitted provided absence does not extend beyond two consecutive semesters (excluding summer session). Any student who is absent with subsequent permission more than the two consecutive semesters permitted (e.g., a third semester) will be dropped from the program and must reapply to resume work.

G. Termination Policy

The Graduate Faculty or a designated body will regularly evaluate the academic performance of graduate students in the Department.

1. Warnings. The Director of Graduate Studies will send a student a warning of unsatisfactory progress if:
 - a. a student's grade point average for work taken the previous semester was below a 3.0, or

- b. a student has 6 or more credit hours of incomplete work, or
 - c. a student has 4 or more credit hours of c grades
2. Termination. The Graduate Faculty may terminate a student for:
- a. a grade point average below 3.0 in each of two semesters of work, or
 - b. 6 credit hours of I grades that have not been removed after one year, or
 - c. more than 6 credit hours of I grades accumulated at any time during the graduate program, or
 - d. 7 or more hours of grades below a B (even if the cumulative GPA is over 3.00)
 - e. absences from the program (i.e., not taking at least one course per semester) without permission. Students with written permission of their advisor and the Director of Graduate Studies may be absent from the program for two consecutive semesters before being terminated from the program. Students terminated for absence may apply for readmission to the program.
 - f. failure to demonstrate satisfactory competence on a second attempt of the final examination. If a student fails a first attempt at the final examination, the examination may be retaken but after the passing of one month beyond the initial examination date.

A student who is terminated will receive a written notice of the decision stating the grounds and be afforded an opportunity to meet with the graduate faculty. After the meeting with the student, the graduate faculty may reconsider the question of termination.

H. Application for Degree

All students must file an application for receipt of their degree no later than 30 days after the beginning of the semester in which they will complete their degree. Faculty members are not available during the summer to finalize graduation requirements since most are on 9-month contracts and not employed during the summer months. The required application forms are obtained by the student from The Graduate School. The student is responsible for consulting the latest edition of The Graduate School Bulletin for changes in requirements and procedures and to make sure all deadlines are met. The Director of Graduate Studies must sign these forms before they are submitted to the Graduate School. Allow enough time to obtain the signature of the Director of Graduate Studies and return the form by the deadline.

I. Scholarly Project Requirements

Candidates for the Master's Degree in Family Studies are required to complete a Thesis (Plan A) or a Scholarly Project (Plan B). The following steps are required:

- 1. Plan A students – submit a thesis proposal to the Advisory Committee in accordance with departmental thesis procedures no later than by the completion of 30 credit hours. (It is recommended that a thesis prospectus be submitted by the time the student has completed 21 hours)

OR

Plan B students – submit a proposal for a Scholarly Project to the student’s major advisor prior to registering for additional graduate credit beyond eighteen semester hours. The proposal will be developed by the student in consultation with the major advisor and must be approved by the other members of the student’s Advisory Committee.

2. Complete the Thesis or Scholarly Project and submit it for Advisory Committee review at least five weeks prior to the projected date for the final examination. The specific nature of the Thesis or Scholarly Project will be the responsibility of the student and the Advisory Committee. An Scholarly Project may be a journal publication, CES publication, a policy paper, a literature review, or another appropriate piece of work. Where appropriate, a student may receive up to three credit hours of FAM 785 or 786 for the Scholarly Project under the supervision of the major advisor.
3. After approval by the majority of the Advisory Committee to defend the Thesis or Scholarly Project, the student may schedule a final examination with the Graduate School via the Director of Graduate Studies at least two weeks prior to the projected date of such final examination (See Section VI)
4. The student’s final examination focuses on the Thesis or Scholarly Project and, if desired by the Advisory Committee, a review of the integrative aspects of the student’s graduate program. This examination will constitute the student’s final examination as required by the Graduate School and must occur on or before the last day to sit for a graduate final examination as specified in the University calendar for the semester that the student wishes to graduate. Thesis students are encouraged to schedule their final examination at least one week prior to the last day to sit for a final examination to allow time to make necessary changes in the Thesis or Scholarly Project manuscript that result from the final examination. Final examinations are open to the public.

J. Scheduling of Master’s Final Examinations

The Graduate School specifies that the Final Examination must be taken at least eight days before the end of semester class work. Students should consult the University Calendar for the specific date for each semester. Final examinations will not be given during the summer period from May 15 through August 15. Faculty members have nine-month appointments and therefore cannot be required to be in attendance during this period.

A Final Examination Recommendation Form must be submitted no later than two weeks before the scheduled date of the examination (see Appendix B). **It is the student’s responsibility to complete this form and submit it to the Director of Graduate Studies in time for processing by the Graduate School at least two weeks before the date of the examination.**

Final Examination for Plan A – Thesis:

The final examination for Plan A students will consist primarily of the defense of the thesis, although, topics covered during a student’s coursework may also be examined. The student’s Advisory Committee will administer the final examination. This examination must be conducted at least eight days before the end of semester class work. (See Final Examination Recommendations and Thesis Approval forms in Appendix B).

Please note that, if on the basis of the final examination, revisions to the thesis are stipulated by the Committee, time will be needed to make the changes before graduation. An Advisory Committee is under no obligation to review and approve changes without adequate time. It is highly recommended that the final examination be scheduled earlier in the semester so ample time for revisions is available.

If the student does not demonstrate satisfactory competency on the first defense of the thesis, the Major Advisor can schedule a second defense no less than one month later. (Note that this may prevent a student from graduating in the desired semester.) If a student does not exhibit satisfactory competency on the second defense, the Director of Graduate Studies and the Graduate Faculty will review the student's status.

The Director of Graduate Studies and the Major Advisor must be given a bound copy of the student's thesis, including the thesis abstract. It is strongly urged that the other members of the Advisory Committee be given copies of the thesis (not necessarily bound) as well.

Final Examination for Plan B – Non-Thesis

The final examination for the Plan B scholarly project must be scheduled for a date no later than eight days before the end of semester classwork (as indicated in the University Bulletin) for the semester in which the degree is to be awarded. Since the final examination must be scheduled with The Graduate School two weeks prior to the date it is given, students must arrange a date with their Major Advisor **at least thirty days** before the end of the semester. Keep in mind that the Advisory Committee administers this examination; therefore enough time must be allowed for faculty to arrange their schedules. (See Appendix B).

If the student does not demonstrate satisfactory competency on the first oral examination, the Major Advisor can schedule a second defense no less than one month later. (Note that this may prevent a student from graduating in the desired semester.) If a student does not exhibit satisfactory competency on the second defense, the Director of Graduate Studies and the Graduate Faculty will review the student's status.

K. Master's/Specialist Degree Time Limit

Currently, students enrolled in master's/specialist programs have eight years to complete all requirements for the degree, but extensions up to an additional four years may be requested for a total of 12 years. Extensions up to two years may be approved by the Dean of the Graduate School. Requests for extensions longer than two years must be considered by Graduate Council. All requests should be initiated by the Director of Graduate Studies.

Students first enrolled in a master's/specialist program in the fall 2005 semester will now have six years to complete all requirements for the degree, but will still have the opportunity to request extensions up to an additional four years for a total of 10 years.

Programs may opt to shorten or extend the required time to complete the master's/specialist program. Petitions must be submitted to Graduate Council for approval. The program should be able to demonstrate that the six year time limit would be detrimental to the progress of their students or to the program itself. If the request is to extend the time limit, the program must demonstrate how students will remain current in the field over this extended time period. Any approved change in the time limit would apply to all students in the program.

L. **Grades and Grade Point Average**

An overall average of B (3.0) on all graduate work in the program must be attained before a Master's degree may be awarded. D grades are not awarded to graduate students. Also, graduate courses may not be taken Pass/Fail.

Students who have earned an average of less than 3.0 on 12 or more semester hours will be placed on scholastic probation and are subject to dismissal from the program. See the section titled Termination Policy for additional information.

M. **Graduation Ceremonies**

The School of Human Environmental Sciences participates in graduation ceremonies at the end of the spring semester only. In order to participate in the ceremony, the student must have successfully completed all degree requirements as symbolized by signatures of the student's Advisory Committee members and the Director of Graduate Studies on the final examination card. It is the student's responsibility to notify the Director of Graduate Studies of her/his intent to attend the graduation ceremony and to obtain the appropriate academic attire through the University Bookstore.

IV. **FINANCIAL SUPPORT**

The Department offers both half and full-time graduate teaching assistantships. These usually include half or full-time tuition scholarships. Faculty who have received external funding offer research assistantships. Students interested in financial aid should apply directly to the Department. Additionally, the School of Human Environmental Sciences awards scholarships each year. Application forms are available from the Office of Student Services, College of Human Environmental Sciences, Erikson Hall.

Kentucky Graduate Scholarship (KGS) Eligibility

The Kentucky Graduate Scholarship is a recruitment incentive scholarship which pays the cost of out-of-state tuition to students whose undergraduate GPA is 3.25 or higher. The following changes have been instituted:

- Effective immediately, any student whose grade point average falls below a 3.0 loses the KGS permanently.
- For students enrolling for the first time in spring 2006, KGS awards will be limited to:
 - four semesters in a master's program (the combined summer sessions count as one semester).
 - eight semesters in a doctoral program.
 - ten semesters in a master's followed by a doctoral program.
- Students cannot receive the KGS for a second master's degree.

Other types of financial assistance are available from the University. Please see The Graduate School Bulletin for additional information on financial support.

V. **CHANGING PROGRAMS WITHIN THE DEPARTMENT**

If a student has been accepted into a specific program within the Department and later wishes to change from that program to another, s/he must formally apply to the desired program according to the deadline dates for application to Family Studies Graduate Program of study.

VI. **DEADLINES**

The following is a list of deadlines:

Selecting an Advisory Committee and Major Advisor/Chair and Filing a Plan of Study

To be selected before completion of the second semester.

Request for Final Examination

Scheduled with Major Advisor at least 30 days prior to the date of the final examination.

Schedule Final Examination

Scheduled with The Graduate School two (2) weeks prior to the date of the final examination.
(Director of Graduate Studies signature required).

For Thesis Option (Plan A) Students Only:

Submission of Thesis Prospectus

By completion of 21 credit hours.

Submission of Thesis Proposal

By the beginning of 30 hours.

Completion of Thesis

Before eight (8) years from initial enrollment.

APPENDIX A
Program of Study

**MASTER'S OF SCIENCE IN FAMILY STUDIES
FAMILY STUDIES PROGRAM**

Master of Science in Family Studies—Current Program

Students pursuing the Family Studies Master's degree take core courses totaling 12 hours: FAM 652, FAM 654, FAM 668, and FAM 690. Within this master's is the option of a prescribed program of study in Marriage and Family Therapy that includes a one-year practicum experience.

The Family Studies Master's requires 36 credit hours. At least two-thirds of the minimum requirements must be in regular courses, and at least three-quarters of the minimum requirements must be in courses numbered at the 600 or 700 levels. Plan A (thesis) requires 36 hours, 6 of which are thesis credit hours, 12 core course hours, and 18 hours of major electives. Plan B (non-thesis) requires 36 credit hours, 12 of which are core courses and 24 of which are major electives.

Master of Science in Family Studies—New Program

Students may complete the Family Studies Master of Science degree with an emphasis in Family Science. Students pursuing the Family Studies Master's degree take core courses totaling 15 hours: FAM 601, FAM 652, FAM 654, FAM 668, and FAM 690. Within this master's is the option of a prescribed program of study in Marriage and Family Therapy that includes a one-year practicum experience—the same 49-hour (2-year) Plan B (non-thesis) program of prescribed courses.

The Family Studies Master's requires 30 credit hours. At least two-thirds of the minimum requirements must be in regular courses, and at least three-quarters of the minimum requirements must be in courses numbered at the 600 or 700 levels. Plan A (thesis) requires 30 hours, 6 of which are thesis credit hours, 15 core course hours, and 9 hours of major electives. Plan B (non-thesis) requires 30 credit hours, 15 of which are core courses, 9 hours of major electives and 6 hours of independent study resulting in a scholarly project. The deadline date for application for the following fall semester is January 15.

Students pursuing the Marriage and Family Therapy option within the Family Studies Master's degree, complete a 49-hour (2-year) Plan B (non-thesis) program of prescribed courses* that is accredited by the Commission on Accreditation for Marriage and Family Therapy Education. The program includes course work in the following areas: a) Theoretical Foundations of Marital and Family Therapy; b) Assessment and Treatment in Marital and Family Therapy; c) Human Development and Family Studies; d) Research; e) Ethics and Professional Issues; and f) Supervised Clinical Practice. Students in this program may choose Plan A (thesis) requiring 6 additional thesis credit hours. Students are admitted to the Marriage and Family Therapy program beginning in the fall term only, and take courses through the following summer. The deadline for applying for admission is January 15.

**MASTER'S OF SCIENCE IN FAMILY STUDIES
EARLY CHILDHOOD EDUCATION PROGRAM
(Continuing students only)**

The Master's Degree program in Early Childhood Education is offered through the Departments of Family Studies in the School of Human Environmental Sciences. The Master's program in Early Childhood Education is intended to provide individually-tailored coursework and thesis or integrative study project that together help students to develop a high level of understanding and competence in applying theoretical concepts and research findings concerning the behavior, learning, and development of young children functioning in both family and non-family contexts. **Though this will NOT be a certificate-granting program, it is expected that some students will enter this program while simultaneously addressing teacher certification requirements, while other students will use it as a preparation for advanced doctoral study or for other purposes of professional enrichment.**

RESIDENT REQUIREMENTS: A minimum of 30 semester hours of graduate coursework, or a minimum of 24 semester hours and 6 thesis hours, must be completed. At least half of the minimum hours must be taken in FAM courses. A cumulative GPA of 3.0 (an average of B) or higher must be made on all graduate work.

REQUIRED COURSES: (1) FAM 652 Readings in Family Development & Relations; (2) FAM 690 Familial and Developmental Research Methods; (3) FAM 710 Curricular Trends in Early Education and Care; (4) FAM 654, 655, or 659 (Advanced Developmental Course).

REQUIRED DISTRIBUTION OF COURSES WITHIN PROGRAM: Students, in conjunction with advisor, will select courses to achieve advances level of competency in four of the following six broad areas:

- (1) Education Principles, Life Span Development, and Child Development
- (2) Program Planning and Curriculum Development & Program Implementation and Classroom Management:
- (3) Program Administration: Program Evaluation & Professional Behavior
- (4) Family/Community Relations: Child/Family Advocacy.
- (5) Cultural Pluralism and Multicultural Education
- (6) Special Education and Assessment of Children Birth Through Five

For further information, please contact:
Director of Graduate Studies
Department of Family Studies
University of Kentucky
315 Funkhouser Building
Lexington, KY 40506-0054
(859) 257-7750

APPENDIX B

Attached are two forms for submitting information to the Director of Graduate Studies related to a student's proposed program of work and the makeup of the student's Advisory Committee. These forms should be submitted upon completion of the student's second semester or nine credits (whichever comes first).

Additional forms necessary for various steps through the program can be found at:

<http://www.rgs.uky.edu/gs/gsforms.html>

Specifically such forms include:

- * Credit Overload:
<http://www.rgs.uky.edu/gs/CreditOverload.pdf>
- * Petition for Post Mid-Term Withdrawal from Class(es):
<http://www.rgs.uky.edu/gs/PetitionPostMidWithdrawal.pdf>
- * Request for Transfer of Credit:
<http://www.rgs.uky.edu/gs/RequestTransferCredit.pdf>
- * Thesis Approval Sheet:
<http://www.rgs.uky.edu/gs/ThesisApproval.pdf>
- * Final Examination Recommendation:
<http://www.rgs.uky.edu/gs/FinalExaminationRecomm.pdf>

NOTE: The Application for Degree Cards (2), which must be filed with the Graduate School early in the student's final semester (with the signature of the Director of Graduate Studies), must be obtained directly from the Graduate School. Students cannot pickup or return Degree Cards to the Graduate School.